

Cannabis Business Transition Initiative

Cannabis Economic Development Task Force
Terms of Reference
August 2020: Updated November 2020

1. INTRODUCTION

The Cannabis Business Transition Initiative (CBTI) of Community Futures Central Kootenay knows that the development of a licit cannabis sector in the Central Kootenay will best succeed through insight and direction from key stakeholders. The Economic Development Task Force is a vital information exchange and gathering venue for the overall CBTI and the sector generally.

2. MANDATE

2.1 Purpose

The Cannabis Economic Development Task Force is established to:

- Provide a Kootenay regional strategy for cannabis¹ sector economic development;
- Support advocacy and policy reform;
- Act as a local advisory committee for government (local, provincial and federal) on rural issues related to cannabis.

2.2 The Scope of the Task Force includes:

- Kootenay region economic development for cannabis sector
- Issues related to land use, consumer / patient access, product quality, market differentiation, legacy growers and transition, public safety
- Providing direction on Kootenay appellation and “CQA”
- Providing direction on sustainability issues and resource management
- Input into the development of educational programs to provide skilled workforce to industry
- Development of cannabis tourism as a regional strategy
- Advocating for inclusion of cannabis farming initiatives - inclusion into what?.
- Regulatory advocacy on:
 - Farm to Gate (production, processing and sales at one location)
 - Consumption lounges
 - Increased canopy size for outdoor micro cultivation
 - Microbials – testing, thresholds, differentiating pathogenic from beneficial.
- Providing direction for community projects

The Task force will not engage in the following:

- Administration of private enterprise
- License consulting
- Provision of funding for private enterprise
- Distribution of cannabis
- Market price manipulation
- Consulting on supply chain agreements

¹ Cannabis, for the purpose of the taskforce, includes hemp.

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2.3 Goals: The Task Force shall

- A. Define what a successful transition to a thriving legal recreational cannabis economy looks like:
 - a. Number of career track employment opportunities in the sector
 - b. Number of small, medium, and large enterprises operating in licit trade
- B. Establish sustainability objectives for development of industry
- C. Establish CQA Appellation standards for the region
- D. Develop a marketing strategy for the region
- E. Encourage adoption of policy supportive of craft production and processing
- F. Accelerate cannabis technology development and export from region
- G. Support and acknowledge the legacy industry and workers
- H. Increase local market opportunities for Central Kootenay cannabis producers

3. STRUCTURE

3.1. Membership

Member recruitment is done strategically in the context of the Task Force's purpose and goals. The experience, knowledge of the field/topic, and expertise needed to advance the mandate are also considered. The Task Force will have up to 26 members plus Ex Officio participation and seek to represent the diverse geographies of the Central Kootenay. A matrix shall be used to ensure that the desired mix of perspectives and voices is maintained when members' terms end.²

3.2 Composition

The composition of the Task Force will ideally be as follows:

- 6 Industry representatives actively involved as producers (Micro, Standard cultivators / processors, Medical Growers)
- 2 Retailers
- 2 Industry Organizations
- 3 Local government representatives (RDCK and area Municipal Governments, elected officials and / or civil servants)
- 1 Member of BC's Legislative Assembly (MLA) whose territory includes the Central Kootenay
- 1 Member of Parliament
- 1 Chamber of Commerce representatives from the Central Kootenay:
- 1 Education Sector Representative (Selkirk College, College of the Rockies, SD8 and SD20)
- 2 Economic Development Agency representatives
- 1 Lower Kootenay Band representative
- 1 Sinixt representative
- 1 Secwepemc representative
- 1 Syilx representative
- 1 Electricity Sector representative
- 1 Financial Institution representative

Ex Officio Members

² The initial focus of the Task Force membership is on the Central Kootenay. It is expected that the composition scope of the Task Force shall expand in the future and include positions for provincial and national stakeholders.

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- 2 members of the Cannabis Business Transition Initiative
- 1 Columbia Basin Trust
- 1 Craft Cannabis Association of BC
- 1 Ministry of Jobs, Trade and Technology
- 1 Ministry of Forests, Lands Natural Resources and Rural Development
- 1 Ministry of Agriculture Sector Development Branch
- 1 Health Canada

3.3 Appointment

Task force members are appointed following an application and selection process. Each potential candidate shall complete an application form and submit it by the annual deadline. A call for applications will be posted at least 4 weeks in advance of the deadline. The call will include information on the positions available as well as the application and selection process. A paper and on-line application form will be available to applicants.

A three-member Selection Committee of the Task Force, supported by staff, will be responsible for reviewing applications, undertaking interviews and reference checks, and recommending candidates for approval. The selection criteria will be determined by the positions to be filled as well as the individual's relevant expertise and willingness to commit to the time commitment and work of the Task Force. Both the selection criteria and decision-making process will be publicly available.

3.4 Terms

All Task Force members will serve 2-year terms. This will be waived for the inaugural Task Force, whose members will self-select for a 1 or 2 year term, in order to have a mix of term endings to ensure that there will be sufficient continuity on the Task Force at all times.

Terms will commence on October 1st and end September 31st. Should an opening occur between those dates, the Task Force members may choose to fill it, following the standard procedure to do so. Terms may be renewed once.

3.5 Executive

The Task Force will have an Executive made up of a President, Vice President and Secretary. These positions will be elected annually by the Task Force membership. The President will, with the staff, act as spokesperson for the Task Force. The President will collaborate with the staff to draft Task Force meeting agendas. The President will preside over the meetings, ensuring that the meetings run smoothly, that everyone is able to contribute, and that decision-making procedures are adhered to. In the President's absence, the Vice-President will assume their duties.

3.6 Staff Support

A Task Force Coordinator is responsible for the administration of the Task Force and its functions as well as creating and implementing an annual Work Plan if desired. The Coordinator will perform the administrative duties for the Task Force, including arranging meetings and note taking, and writing reports and public communications. The Coordinator position is filled by the Policy Advisor to the Community Futures Central Kootenay *Cannabis Business Transition Initiative*. The Task Force Coordinator will maintain, on behalf of the Task Force, communications and relationships with all external partners.

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4. GOVERNANCE

4.1 Authority

Any public positions or statements taken by the Task Force will be the result of due process within the Task Force, including appropriate review, discussion and decision-making by Task Force members. Where possible, such processes will occur within the regularly scheduled meetings. In the event that there is an urgent need to take a position on an emerging or urgent matter, the process can be undertaken by phone, email or a combination thereof.

4.2 Quorum

A quorum of the Task Force is 51%.

4.3 Decision-Making

The Task Force is intended to be a venue for the respectful and constructive exchange of information, advancing knowledge, and identifying options for better addressing the needs of the sector. The broad-based representation within the Task Force will help to ensure that decisions are the result a robust information exchange and decision-making process.

Consensus is the preferred decision-making process within the Task Force. If consensus cannot be attained, the matter will be put before the Task Force for a vote, where each member (other than the Ex Officio members) is entitled to one vote. A vote will be decided by a majority of those present and voting, provided that quorum has been reached.

The Taskforce will not be the sole method by which information is collected and disseminated to regulators from Community Futures Central Kootenay. Community Feedback, comment forms, public input through surveys and other means will also be sought.

4.4 Compensation

Task Force participation is on a voluntary basis, with no remuneration for services rendered.

4.5 Conduct of Task Force Members

Members of the Task Force are expected to:

- Represent the interests of the Kootenay cannabis community;
- Respect confidentiality;
- Exercise good and consistent judgment;
- Report to and from their respective organization, business or community, contributing to fulsome and productive conversations.
- Act with honesty and integrity, communicate with respect;
- Engage consistently and regularly in the activities of the Task Force;
- Be active participants for voting, phone calls, emails, and at meetings when required;
- Not approve contracts which: violate law, discredit the organization, or break Funders obligations;

5. PROCESS

5.1 Meeting Frequency

The Task Force will meet 6 times per year. Additional meetings will occur as needed via teleconference, in person, emails and/or phone calls. The Executive will meet 6 times per year, generally in the months that fall between the full Task Force meetings.

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5.2 Evaluation

Ongoing evaluation will help us to course-correct as needed over the life of the Task Force. Task Force members will be asked to provide feedback on the meetings, progress towards Goals, public communications as and when appropriate. These may take the form of online surveys, formal or informal reviews, at the discretion of the Task Force Executive and the Cannabis Business Transition Initiative.